

**U.S. Department of State**  
**2006 Summary Privacy Impact Assessment**

---

**TITLE: Personnel Reporting and Statistics System (PRAS)**  
**August 2006**

- I. What information is to be collected (e.g., nature and source)? Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc).**
- The Personnel Reporting and Statistics System (PRAS) collects and stores month-end employee/position data downloaded from the Global Employee Management System (GEMS) and the Integrated Foreign Service Assignment Management Application (IFSAMA) via the Bureau of Human Relations (HR) Knowledge Center (KC). GEMS and/or IFSAMA contain the following types of employee and position data: Personal data includes name, social security number, address, sex, citizenship, date and place of birth, marital status, and the names and birthdates of eligible family members.
  - Career data includes education level, college(s) attended, major subjects, skill codes, foreign language training, and examination scores.
  - Job history data includes both current and previous position titles, pay plans, grades, assignment dates, locations, and pending assignment information.
  - Organizational data includes organizational hierarchies, accounting information, awards, disciplinary actions, etc.

**II. Why is the information being collected (e.g., to determine eligibility)?**

The information is collected and stored to support human resources data reporting and analysis requirements of both the Bureau of Human Resources and the Department.

**III. How will the information be used (e.g., to verify existing data)?**

- IV.** PRAS is used to record and generate reports for data analysis, skills inventories, and management controls inside and outside of the Department.

**V. Will you share the information with others (e.g., another agency for a programmatic purpose)? If yes, list the entities.**

Information may be shared with the Office of Personnel Management for pay, benefits, and retirement deductions or other Federal agencies, state governments, foreign governments and international organizations where employees are being considered for detail or assignment.

**VI. What opportunities do individuals have to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use)?**

Individuals have no opportunity to decline to provide information.

**VII. How will the information be secured (e.g., administrative and technological controls)?**

Access to the network is based on to the user's role (e.g., user, developer, system administrator, etc.). Additionally, network controls further restrict PRAS access to the user's workstation. Users are required to read and sign the User's Certification statement on the Request for HR Systems Access form. The statement informs the user that accessing the system for purposes outside the scope of authorization constitutes a violation of Federal Law (18 U.S.C. & 130, et al, the Privacy Act).

Internal network monitoring, auditing, and management reports further prohibit unauthorized use.

**VIII. Is a Privacy Act System of Records being created? (e.g., Will data be retrieved by a personal identifier such as name, social security number, address, telephone number or some other identifier that is unique to an individual)?**

The corresponding Privacy Act System of Records notice for this system is **STATE-31**, Human Resources Record. Data can be retrieved using any field in the PRAS application. Department employees are uniquely identified by social security number or GEMS employee ID.

Formatted: Font: Bold